 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 6 Travel		
Policy: Travel Policy	Effective date	Revised
Number: 6.04	July 1, 2008	May 5, 2014

GENERAL STATEMENT

Travel to conduct state business should be accomplished in the most economical and efficient manner possible. This policy governs allowable expenses, the means by which travel is obtained and the required procedures and documentation. As indicated in this policy, other policies provide more specific guidance on certain travel topics.

This policy applies to any official or employee who travels as well as anyone who arranges, approves, pays for or processes transactions related to travel.

REFERENCES

State Travel Regulations CSR 10-11.010 and CSR 10-11.030
<http://www.sos.mo.gov/adrules/csr/current/1csr/1c10-11.pdf>

State Travel Policy – SP-6

State Vehicle Policy – SP-4

State Aircraft Policy – SP-8

State Vehicular Travel Policy- SP-12

Agency Provided Food – SP-5

<http://oa.mo.gov/commissioners-office/policies/statewide>

Monthly Expense Report

<http://content.oa.mo.gov/sites/default/files/ExpenseAccountReport.pdf>

Meal Per Diem

<http://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>

State Mileage Reimbursement

<http://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage>

CONUS Rates

<http://www.gsa.gov/portal/category/21287>

State Employee Travel Portal

<http://oa.mo.gov/travel-portal>

DNR Related Policies


Use of State Vehicles Policy 6.01

Out-of-State Travel Policy 6.02

Expense Account Procedures 6.04-01

State of Missouri Agency Provided Food 7.06-03

Payments Policy 7.07

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GENERAL GUIDELINES

The DNR Travel Policy is intended to be used in conjunction with the State Travel Policy SP-6 and State Travel Regulations (1 CSR 10-11.010 and 1 CSR 10-11.030) and is based on Internal Revenue Service guidelines. It is your responsibility to seek official clarification from your supervisor prior to incurring an expense. The supervisor or program and division management should contact the Division of Administrative Support's Accounting Program (DAS/AP) if further clarification or assistance is needed.

The state pays or reimburses reasonable and necessary expenses for state travel, with proper approval by the agency. Travel is often part of the job and travel arrangements and payments are intended to be neutral to the employee with no advantage or benefit to the employee.


The state's reimbursement policies are based on IRS guidelines for an accountable plan, which allows the state to reimburse employees for authorized overnight business expenses without creating a taxable event for the employee. Meal reimbursements while in 12 hour travel status are reportable as taxable income (subject to applicable tax withholding) to the employee.

It is the employee's responsibility to demonstrate that the expenses incurred or approved are reasonable and necessary. As needed, explanations and documentation to fully substantiate travel expenses must be included.

As a traveler or an approver, you are responsible for being familiar with and adhering to state travel rules and policies. Deliberate disregard for state travel rules or policies or intentionally filing or approving a fraudulent or misleading expense report are grounds for disciplinary action including termination of employment.

The state encourages the use of the State Purchasing Card as the preferred method of payment. Staff should use a State Purchasing Card that allows travel expenses instead of direct bill to pay travel expenses which can be arranged or paid in advance with a credit card such as lodging, registrations, airfare, and rental cars under the state contract. Collision damage coverage is provided by the card issuer when the State Purchasing Card is used to pay for rental cars. Employees may use personal funds or request an Individual Business Travel Card to pay all other travel expenses.

[Travel Portal](#)

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The state operates a Travel Portal as an accountability and cost effectiveness tool. It provides information and links on travel-related areas such as policies, forms and travel vendors. It promotes greater accountability, safety and control at no taxpayer cost. The use of the Travel Portal is highly recommended and is accessible on the OA/Division of Accounting home page - <http://www.oa.mo.gov/acct/>. The Travel Portal contains a Frequently Asked Questions (FAQ) link that provides more information about the portal.

Types of Travel Expenses

Vehicle

This policy provides that agencies and employees use the Trip Optimizer or other equivalent method to ensure they use the most cost effective travel option for each trip. When rental is the most cost effective method of travel and the statewide rental contract is utilized there is no need to purchase the liability insurance. The statewide rental contract has insurance included. See State Vehicular Travel Policy - SP-12 at <http://oa.mo.gov/commissioners-office/policies/statewide> and DNR's Use of State Vehicles Policy 6.01 for additional guidance on travel by vehicle.

Travel in Personal Vehicle


For travel by personal vehicle, the expense report must include a copy of the Trip Optimizer report for the trip. The requirement to include a copy is waived if:

- The round trip is less than the minimum number of miles that is set by the Office of Administration. Please see the following web site: <http://oa.mo.gov/accounting/state-employees/travel-portal-information/mileage>
- The employee drives and is reimbursed at the fleet rate.
- Trips where the vehicle would be parked at an airport for more than two days.

Travel in State Owned Vehicles:

- Use state issued fuel credit cards to purchase fuel for state owned vehicles. If payment by state issued fuel credit card is not an option, attach proper receipts to your expense report.
- State fuel cards may be used to purchase fuel, oil maintenance and miscellaneous services related to state owned vehicle operations. However, reasonable expenses for oil, washing, filters and other necessary services are allowable as long as you attach receipts to your expense report or provide other justification, such as for a coin operated car wash.

Mileage within your official domicile is allowable when it is within your normal daily job requirement and incurring mileage is authorized and approved by your supervisor.

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Mileage by motorcycle is reimbursable at the fleet rate.

Additional guidance on use of state vehicles is provided in State Vehicle Policy – SP-4, at <http://oa.mo.gov/commissioners-office/policies/statewide> and DNR’s Use of State Vehicles Policy 6.01.

Air Travel

You are expected to exercise prudent care in arranging airfare in order to obtain the lowest feasible fare. Only coach fare is allowed. You should obtain the lowest reasonable, logical airfare at least 21 days in advance. When this is not possible, document the reason(s) as part of the transaction. Air travel arrangements should be made on the basis of what benefits the state and not on accruing frequent flyer miles for an individual.

See the Travel Portal for links to specific vendors including those that offer State of Missouri discounts.


Travel in privately owned aircraft is not eligible for reimbursement and the employee’s insurance is primary.

For charter flights, agencies must comply with the applicable provisions of State Aircraft Policy – SP-8 (See <http://oa.mo.gov/commissioners-office/policies/statewide>) and must:

- Obtain prior written approval of the department director.
- Contact the Missouri State Highway Patrol (MSHP) Aircraft Division before arranging a charter flight to determine whether MSHP can meet the agency’s business need at the same or lower cost for the flight than a commercial vendor. If the agency elects to use a commercial vendor they must document the business reason.
- Document that the cost of the charter flight is less than the cost of commercial airfare or meets an essential business need that cannot be met by commercial airfare.
- Document who traveled on the flight. Only state employees are permitted on charter flights.
- Include copies of the required documentation with the payment documentation.

Lodging

You are expected to select the location, type and cost of lodging that best meet the needs of the state and your work requirements. Reasonable and necessary amounts are allowed for the cost of lodging at the single room rate. In areas where comparable

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accommodations are available at significantly different prices you should seek prior approval before selecting higher priced lodging and document the reason(s) for selecting the higher priced lodging.

Key issues that determine hotel acceptability to the state include accountability, transparency, price, safety, convenience, ease of booking and payment, oversight and issue resolution. The Travel Portal is designed to address these issues and assist state agencies in arranging cost effective travel.

The Travel Portal lists providers that have agreed to meet state guidelines and provide preferred rates. The Travel Portal also lists the federal per diem for lodging as a benchmark to evaluate the cost of lodging in specific areas.

The State Purchasing Card should be utilized when booking lodging. Direct billing is an option, however; it is a more expensive process. Use of the Travel Portal captures lodging data that helps ensure the state has an effective procurement process for lodging. If the Travel Portal is not utilized to book lodging, staff may provide this information through the Travel Portal Non-Reservation form for in-state lodging. Staff should also advise hotels they work with on a regular basis to register on the Travel Portal.


When traveling on state business in Missouri, your lodging is exempt from state sales tax. At the time of check-in, provide a copy of DNR's Missouri Sales and Use Tax Exemption Certificate. If you book lodging through the Travel Portal, the lodging vendor should already have a tax-exempt certificate for the state.

An itemized statement furnished by the lodging provider and documentation of payment are required for all lodging expenses.

Meals

While in travel status, employees may claim the per diem rate for each eligible meal using the State of Missouri's State Meal Per Diem which can be found at <http://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem>. Tips on meals are part of the allowable amount and may not be claimed separately. Employees must pay for meals from their own funds or request an Individual Business Travel Card.

To qualify for meal reimbursement when no overnight lodging is indicated, you must document on the expense report that you were in travel status for twelve (12) hours or

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more. When claiming a meal(s) without overnight travel, please note “12-hour travel status”, and early departure and / or late return below the daily entry on the expense report for each day meals are claimed.

Eligible meal is defined as follows:

- When overnight lodging is indicated:
Breakfast – on the day of departure if travel status begins no later than 7:00 a.m. plus any other day until you return.
Lunch – on the day of departure if travel status begins no later than 10:00 a.m. plus any other day where travel status continues past 2:00 p.m. until you return.
Dinner – on the day of departure if travel status begins no later than 5:00 p.m. plus any other day where travel status continues past 7:00 p.m. until you return.
- When in twelve hour travel status, eligible meals are the same as above.
- When in overnight or twelve hour travel status and attending a meeting or conference, you may claim the meal per diem for those meal times where you document that no meal was provided.


Early departure and/or late return must be noted on the expense report for all trips (12-hour travel status and overnight travel) if meals are being claimed.

For meals served in conjunction with agency required meetings please reference DNR procedure on Agency Provided Food 7.06-3 and State Policy – SP-5 on Agency Provided Food. <http://oa.mo.gov/commissioners-office/policies/statewide>.

Miscellaneous Expenses

You may request reimbursement for reasonable and necessary business expenses you actually incur related to travel, including:

- Taxis or other ground transportation to or from the airport and to or from meetings away from your hotel. No receipt is required for reasonable taxi fares.
- Parking
- Tips for baggage handling. Tips for taxis/shuttles should be included as part of the cost of the taxi/shuttle. Tips for meals are part of the meal and may not be claimed separately.
- Transportation to attend official events outside the hotel or to get a meal.
- Toll charges for bridges and turnpikes.

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- Incidental expenses such as postage, small emergency supplies, telephone, internet, fax, and other like charges when necessary for transacting state business while traveling. Attach proof of payment to your expense report.

Expenses incurred for your sole benefit, such as any type of insurance, Individual Business Travel Card late payment fees or finance charges, travel loan finance charges, personal credit card fees or dues, entertainment such as television or movie charges, bar bills, fitness membership fees, extra meals or snacks, bulk food/beverage purchases, newspapers, magazines and other like charges are not allowed as reimbursable travel expenses.

Items which have been properly purchased and invoiced *directly* to the State of Missouri are not reimbursable and should not be included on an expense report.

Reimbursement Process

You must use a Monthly Expense Report to request reimbursement of travel expenses. Requests for reimbursement of travel expenses must be filed within 60 days of the end of the month the expense was incurred. Refer to DNR's Expense Account Procedures 6.04-01 for information on the reimbursement process.

Other Requirements

Out-of-State Travel


Refer to DNR's Out-of-State Travel Policy (6.02) and Expense Account Procedures 6.04-01 for information on the out-of-state travel process.

Travel Expenses For Others

You may reimburse travel expenses for other employees or nonemployees provided you document the specific business reason for doing so and the names of those involved. Expenses incurred for others may include such charges as hotel charges for which a room was shared. When it is necessary to purchase a meal for a nonemployee, your reimbursement is limited to the cost of that person's meal and a receipt is required.

Resident City Other Than Official Domicile

If your resident city is in some place other than the city of your official domicile you are not allowed expenses while in your resident city or mileage for travel between your resident city and the city of official domicile. You may request reimbursement for a meal charge that you incur or mileage driven within your resident city if incurred as part of a

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department or agency sponsored conference or business meeting. This represents meals served to officials and employees at conferences and meetings while they are interacting and conducting state business. Any additional travel expense incurred because you reside in a place other than the official domicile is not eligible for reimbursement.

Alternate Travel Arrangements

Employees may request approval to travel by alternative means or under an alternative time frame. Examples are traveling by personal vehicle to a meeting and extending the time of travel before and/or after the meeting. The state will pay or reimburse no more than what it would have had the employee traveled by conventional means and under normal time constraints. Your request must include the following information:

- Your reason for requesting this arrangement
- Documentation of what your expenses would have been had you traveled in a conventional manner.
- A clear demonstration that this alternate arrangement is not to the detriment of the state.
- Whether or not your alternate arrangement will have you traveling at times that normally would be work times. In these cases you may need to seek approved time off.
- If you elect to drive a personal vehicle rather than fly, you must provide a comparison between the cost to drive and the cost to fly. The comparison must clearly document the estimated total cost of both driving and flying, including meals, lodging, parking, shuttles, and any other related costs. If approved, the state will reimburse the lower of your actual total cost to drive or the estimated total cost to fly.

Additional provisions regarding alternate arrangements include:

- Liability coverage is included in the out-of-state vehicle rental rate in the current contract. If there is any collision damage to an out-of-state, contract rental, the State Legal Expense Fund will provide coverage for the collision damage and Risk Management will work directly with the contracted rental car provider to resolve the claim.
- Only authorized passengers are permitted to ride in state vehicles, including vehicles rented under the state contract. Non-state individuals such as volunteers, spouses, and children should not be passengers in a state vehicle unless they are involved in the conduct of state business.
- If an employee personally rents a vehicle for state business travel because they want to take an “unauthorized passenger” with them in the rental, the employee must purchase liability and collision coverage through their personal auto insurance or

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directly from the rental company. In the event of an accident, the employee's coverage or insurance purchased from the rental agency would provide primary coverage. Any expenses incurred beyond the rental charge and fuel are not allowable for reimbursement. Also, reimbursement for rental charges is limited to the amount the employee otherwise would pay under the statewide contract.

Travel Expenses Paid by Other Organizations

Prior approval is required for all travel paid by other organizations. Travel expenses that another organization will reimburse should be charged to or paid by the state, either directly or through a state-issued credit card, only when necessary.

The program must ensure that any expenses paid by the program are reimbursed to the program and not the employee.

Exceptions to Travel Policy

Programs may request an exception to the travel policy by submitting a request in writing (email is acceptable) to the Accounting Program Director. The following guidelines apply:

- The program director must sign the request.
- The request must state the nature of and reason for the exception and whether the exception is one time or recurring.
- Approval of exceptions that are one-time or relate to a specific individual should be attached to the applicable expense documents.
- The exception request, if approved by DNR, must be submitted to Office of Administration, Division of Accounting and approved by the Commissioner of Administration.